

Volume

1

# Users Guide

---

VERSION 5.0



## DCMC Metrics

DCMC METRICS

---

# Users Guide

Prepared by:  
ManTech Systems Solutions Corporation  
471 East Broad Street • Suite 1610  
Phone 614 228-5002 • Fax 614 228-5797

July 12, 1999

This manual was produced using *Doc-To-Help*®, by WexTech Systems, Inc.

# Contents

<b>Preface for DIRAMS Version 5</b>	<b>1</b>
Version 5 Overview .....	1
Tab Key/Enter Key Disclaimer.....	2
<b>1 To Begin</b>	<b>1-1</b>
1.1 Introduction.....	1-1
1.2 Opening the Application .....	1-1
1.2.1 Opening by Double-Clicking .....	1-1
1.2.2 Opening by Selecting.....	1-2
1.3 Changing Your Mind.....	1-3
<b>2 Logging In</b>	<b>2-1</b>
2.1 Accessing the Login Screen .....	2-1
2.2 Login Screen .....	2-1
2.3 Login Procedure .....	2-2
2.4 External Database Connectivity .....	2-3
2.5 Version Control.....	2-3
2.6 Password Security .....	2-3
2.7 Repeated Unsuccessful Login Attempts .....	2-3
2.8 Changing Your Mind.....	2-3
<b>3 Changing Your Password</b>	<b>3-1</b>
3.1 Opening the Change Password Window.....	3-1
3.2 Change Password Procedure .....	3-1
3.3 Password Aging .....	3-2
3.4 Password Format .....	3-2
3.5 Closing the Change Password Window .....	3-3
<b>4 Metrics Main Screen</b>	<b>4-1</b>
4.1 Introduction to the Metrics Main Screen.....	4-1
4.2 Opening a Metrics Function .....	4-1
4.2.1 Accessing a Function From the Metrics Main Screen .....	4-1
4.2.2 Accessing a Function From the Menu Bar.....	4-1
4.3 Exiting.....	4-2
<b>5 Common Screen Features</b>	<b>5-1</b>
5.1 Introduction to Common Screen Features .....	5-1
5.3 Menu Bar .....	5-1
5.3.1 File Options.....	5-2
5.3.2 Edit Options .....	5-3
5.3.3 Functions Options .....	5-4
5.3.4 Administration Options.....	5-5
5.3.5 Help Options.....	5-6
5.4 Screen-level Help .....	5-8
5.5 Tool Bar.....	5-8
5.6 Cancel Option Cautions.....	5-9

5.7	Automatically Populated Data.....	5-9
5.8	Required Data.....	5-10
5.9	Optional Data .....	5-10
5.10	Conditionally Required Data.....	5-10
5.11	Protected/Unselectable Data.....	5-10
5.12	Validated Data.....	5-10
<b>6</b>	<b>New, Open and Delete Functions</b>	<b>6-1</b>
6.1	Introduction to the New, Open and Delete Functions.....	6-1
6.2	Inserting a New Record .....	6-1
6.3	Searching for an Existing Record .....	6-2
6.4	Deleting an Existing Record .....	6-3
<b>7</b>	<b>Navigating</b>	<b>7-1</b>
7.1	Navigating Overview.....	7-1
7.2	Navigating Between Functions.....	7-1
7.3	Navigating Between Pages .....	7-1
7.4	Navigating Between Data Fields .....	7-1
7.5	Special Considerations .....	7-2
7.5.1	Mouse Notes .....	7-2
7.5.2	Special Characters .....	7-2
7.5.3	Hourglass.....	7-2
<b>8</b>	<b>Entering and Editing Data</b>	<b>8-1</b>
8.1	Entering Data.....	8-1
8.1.1	Entering Quantities.....	8-1
8.1.2	Entering Amounts .....	8-1
8.1.3	Entering Dates .....	8-1
8.1.4	Entering Commercial (Non-DSN) Telephone Numbers.....	8-1
8.1.5	Entering DSN Telephone Numbers.....	8-1
8.1.6	Entering Your User ID.....	8-2
8.1.7	Selecting from a Pick List.....	8-2
8.1.8	Selecting from a Data Field List with a Scroll Bar.....	8-2
8.1.9	Entering Data in a Text Box with a Scroll Bar.....	8-3
8.2	Editing Data Fields.....	8-3
8.3	Special Considerations .....	8-3
8.3.1	Mouse Notes .....	8-3
8.3.2	Special Characters .....	8-4
8.3.3	Hourglass.....	8-4
<b>9</b>	<b>Exiting</b>	<b>9-1</b>
9.1	Exiting Via the Menu Bar.....	9-1
9.2	Exiting Via the Tool Bar.....	9-2
<b>10</b>	<b>DIRAMS Version 5 Global Changes</b>	<b>10-1</b>
10.1	Introduction to Global Changes.....	10-1
10.2	Global Changes .....	10-1
10.2.1	Modified Team Code Functionality .....	10-2
10.2.2	Standard Save As Functionality.....	10-3
10.2.3	Expanded Search Capability.....	10-3
10.2.4	Non-DoD Contract Acceptance.....	10-4
10.2.5	Standard Address Block .....	10-7

10.2.6	Standard Address Block Fields.....	10-7
10.2.7	Modified Date Format .....	10-7
10.2.8	CAO – CAGE Selection Window .....	10-8
<b>11</b>	<b>Early CAS</b>	<b>11-1</b>
11.1	Early CAS Overview .....	11-1
11.1.1	To Add or Create New Record.....	11-2
11.1.2	To Move to the Next Screen.....	11-2
11.1.3	To Move to the Previous Screen .....	11-2
11.1.4	To Add Multiple New Records.....	11-2
11.1.5	To View or Edit Existing Record .....	11-3
11.2	Early CAS Screen 1 of 4 .....	11-5
11.2.1	Fields for Early CAS Screen 1 of 4.....	11-6
11.3	Early CAS Screen 2 of 4 .....	11-8
11.3.1	Fields for Early CAS Screen 2 of 4.....	11-8
11.4	Early CAS Screen 3 of 4 .....	11-11
11.4.1	Fields for Early CAS Screen 3 of 4.....	11-11
11.4.2	Human Resources Section – Instructions .....	11-13
11.5	Early CAS Screen 4 of 4 .....	11-14
11.5.1	Fields for Early CAS Screen 4 of 4.....	11-14
<b>12</b>	<b>Earned Value Management Systems</b>	<b>12-1</b>
12.1	Earned Value Management Systems Overview.....	12-1
12.1.1	To Add or Create New Record.....	12-2
12.1.2	To Move to the Next Screen.....	12-2
12.1.3	To Move to the Previous Screen .....	12-2
12.1.4	To Add Multiple New Records.....	12-2
12.1.5	To View or Edit Existing Record .....	12-3
12.2	Earned Value Management Systems Screen 1 of 2.....	12-5
12.2.1	Fields for Earned Value Management Systems Screen 1 of 2.....	12-5
12.3	Earned Value Management System Screen 2 of 2.....	12-8
12.3.1	Process Drivers – General Information .....	12-8
12.3.2	Fields for Earned Value Management System Screen 2 of 2.....	12-8
<b>13</b>	<b>Earned Value Management Systems Admin.</b>	<b>13-1</b>
13.1	Earned Value Management Systems Admin. Overview.....	13-1
13.1.1	To Add or Create New Record.....	13-2
13.1.2	To Add Multiple New Records.....	13-2
13.1.3	To View or Edit Existing Record .....	13-3
13.2	Earned Value Management Systems Admin. Screen 1 of 1 .....	13-4
13.2.1	Fields for Earned Value Management Systems Admin. Screen.....	13-4
<b>14</b>	<b>Estimating System</b>	<b>14-1</b>
14.1	Estimating System Overview .....	14-1
14.1.1	To Add or Create New Record.....	14-2
14.1.2	To Move to the Next Screen.....	14-2
14.1.3	To Move to the Previous Screen .....	14-2
14.1.4	To Add Multiple New Records.....	14-2
14.1.5	To View or Edit Existing Record .....	14-3
14.2	Estimating System Screen 1 of 2.....	14-4
14.2.1	Fields for Estimating System Screen 1 of 2.....	14-4
14.3	Estimating System Screen 2 of 2.....	14-7
14.3.1	Fields for Estimating System Screen 2 of 2.....	14-7

<b>15</b>	<b>Federal CAS</b>	<b>15-1</b>
15.1	Federal CAS Overview.....	15-1
15.1.1	To Add or Create New Record.....	15-1
15.1.2	To Add Multiple New Records.....	15-1
15.1.3	To View or Edit Existing Record.....	15-1
15.2	Federal CAS Screen 1 of 1.....	15-3
15.2.1	Fields for Federal CAS Screen 1 of 1.....	15-3
<b>16</b>	<b>MSTA Flight Operations</b>	<b>16-1</b>
16.1	MSTA Flight Operations Overview.....	16-1
16.1.1	To Add or Create New Record.....	16-2
16.1.2	To Add Multiple New Records.....	16-2
16.1.3	To View or Edit Existing Record.....	16-3
16.2	MSTA Flight Operations Screen 1 of 1.....	16-4
16.2.1	Fields for MSTa Flight Operations Screen 1 of 1.....	16-4
16.2.2	Sortie Information (General Directions).....	16-5
16.2.3	Sortie Information (Fields).....	16-6
<b>17</b>	<b>PBAM Flight Operations</b>	<b>17-1</b>
17.1	PBAM Flight Operations Overview.....	17-1
17.1.1	To Add or Create New Record.....	17-2
17.1.2	To Move to the Next Screen.....	17-2
17.1.3	To Move to the Previous Screen.....	17-2
17.1.4	To Add Multiple New Records.....	17-2
17.1.5	To View or Edit Existing Record.....	17-3
17.2	PBAM Flight Operations Screen 1 of 3.....	17-5
17.2.1	Fields for PBAM Flight Operations Screen 1 of 3.....	17-5
17.3	PBAM Flight Operations Screen 2 of 3.....	17-7
17.3.1	Fields for PBAM Flight Operations Screen 2 of 3.....	17-7
17.4	PBAM Flight Operations Screen 3 of 3.....	17-8
17.4.1	Fields for PBAM Flight Operations Screen 3 of 3.....	17-8
<b>19</b>	<b>FPRA/FPRR</b>	<b>19-1</b>
19.1	FPRA/FPRR Overview.....	19-1
19.1.1	To Add or Create New Record.....	19-1
19.1.2	To Move to the Next Screen.....	19-1
19.1.3	To Move to the Previous Screen.....	19-1
19.1.4	To Add Multiple New Records.....	19-1
19.1.5	To View or Edit Existing Record.....	19-3
19.2	FPRA/FPRR Screen 1 of 4.....	19-4
19.2.1	Buttons on FPRA/FPRR Screen 1 of 4.....	19-5
19.2.2	Fields for FPRA/FPRR Screen 1 of 4.....	19-5
19.2.3	Buying Activity Section – General Information.....	19-8
19.3	FPRA/FPRR Screen 2 of 4.....	19-9
19.3.1	Buttons on FPRA/FPRR Screen 2 of 4.....	19-9
19.3.2	Fields for FPRA/FPRR Screen 2 of 4.....	19-9
19.3.3	FPRA/FPRR Elements/ Check Box Section.....	19-12
19.4	FPRA/FPRR Screen 3 of 4.....	19-14
19.4.1	Fields for FPRA/FPRR Screen 3 of 4.....	19-14
19.5	FPRA/FPRR Screen 4 of 4.....	19-15
19.5.1	Fields for FPRA/FPRR Screen 4 of 4.....	19-15
<b>20</b>	<b>Laboratory Testing (HQ Only)</b>	<b>20-1</b>

20.1	Laboratory Testing Overview.....	20-1
20.1.1	To Add or Create New Record.....	20-2
20.1.2	To Add Multiple New Records.....	20-2
20.1.3	To View or Edit Existing Record .....	20-2
20.2	Laboratory Testing Screen 1 of 1.....	20-4
20.2.1	Fields for Laboratory Testing Screen 1 of 1.....	20-4
<b>21</b>	<b>Laboratory Testing Admin</b>	<b>21-1</b>
21.1	Laboratory Testing Admin.....	21-1
21.1.1	To Add or Create New Record.....	21-2
21.1.2	To Add Multiple New Records.....	21-2
21.1.3	To View or Edit Existing Record .....	21-2
21.2	Laboratory Testing Admin Screen 1 of 1.....	21-4
21.2.1	Fields for Laboratory Testing Admin Screen 1 of 1.....	21-4
<b>22</b>	<b>Overhead Negotiations</b>	<b>22-1</b>
22.1	Overhead Negotiations Overview.....	22-1
22.1.1	To Add or Create New Record.....	22-2
22.1.2	To Move to the Next Screen.....	22-2
22.1.3	To Move to the Previous Screen .....	22-2
22.1.4	To Add Multiple New Records.....	22-2
22.1.5	To View or Edit Existing Record .....	22-3
22.2	Overhead Negotiations Screen 1 of 2.....	22-5
22.2.1	Fields for Overhead Negotiations Screen 1 of 2 .....	22-6
22.3	Overhead Negotiations Screen 2 of 2.....	22-11
22.3.1	Fields for Overhead Negotiations Screen 2 of 2 .....	22-11
<b>23</b>	<b>Packaging</b>	<b>23-1</b>
23.1	Packaging Overview.....	23-1
23.1.1	To Add or Create New Record.....	23-2
23.1.2	To Move to the Next Screen.....	23-2
23.1.3	To Move to the Previous Screen .....	23-2
23.1.4	To Add Multiple New Records.....	23-2
23.1.5	To View or Edit Existing Record .....	23-3
23.2	Packaging Screen 1 of 5.....	23-5
23.2.1	Fields for Packaging Screen 1 of 5 .....	23-5
23.3	To Address Block.....	23-6
23.3.1	Fields for To Address Block.....	23-6
23.4	From Address Block.....	23-7
23.4.1	Fields for From Address Block.....	23-7
23.5	Shipper Address Block.....	23-8
23.5.1	Fields for Shipper Address Block.....	23-8
23.6	Administering Office Address Block.....	23-8
23.6.1	Button on Administering Office Address Block.....	23-9
23.6.2	Fields for Administering Office Block.....	23-9
23.7	Preparer Address Block.....	23-10
23.7.1	Button on Preparer Address Block.....	23-10
23.7.2	Fields for Preparer Address Block.....	23-11
23.8	Reply To Address Block.....	23-12
23.8.1	Button on Reply To Address Block.....	23-12
23.8.2	Fields for Reply To Address Block.....	23-12
23.9	Packaging Screen 2 of 5.....	23-13
23.9.1	Button on Packaging Screen 2 of 5 .....	23-13
23.9.2	Fields for Packaging Screen 2 of 5 .....	23-13

23.10	Packaging Discrepancy Details Window.....	23-15
23.10.1	Buttons on the Packaging Discrepancy Details Window .....	23-16
23.10.2	Entering Detail Information.....	23-16
23.10.3	Navigating Between Detail Records .....	23-16
23.10.4	Fields for Packaging Discrepancy Details Window .....	23-16
23.11	Packaging Screen 3 of 5 .....	23-18
	Fields for Packaging Screen 3 of 5 .....	23-18
23.12	Packaging Screen 4 of 5 .....	23-20
23.12.1	Fields for Packaging Screen 4 of 5 .....	23-20
23.13	Packaging Screen 5 of 5 .....	23-23
23.13.1	Fields for Packaging Screen 5 of 5 .....	23-23
<b>26</b>	<b>Postcard Trailers</b>	<b>26-1</b>
26.1	Postcard Trailers Overview.....	26-1
26.1.1	To Add or Create New Record .....	26-2
26.1.2	To Move to the Next Screen .....	26-2
26.1.3	To Move to the Previous Screen.....	26-2
26.1.4	To Add Multiple New Records .....	26-2
26.1.5	To View or Edit Existing Record .....	26-3
26.2	Postcard Trailers Screen 1 of 2.....	26-4
26.2.1	Fields for Postcard Trailers Screen 1 of 2.....	26-4
26.3	Postcard Trailers Screen 2 of 2.....	26-8
26.3.1	Fields for Postcard Trailers Screen 2.....	26-8
<b>27</b>	<b>Postcard Trailers Admin</b>	<b>27-1</b>
27.1	Postcard Trailers Admin Overview.....	27-1
27.1.1	To Add or Create New Record .....	27-2
27.1.2	To Add Multiple New Records .....	27-2
27.1.3	To View or Edit Existing Record .....	27-3
27.2	Postcard Trailers Admin Screen 1 of 1 .....	27-4
27.2.1	Fields for Postcard Trailers Admin Screen 1 of 1.....	27-4
<b>28</b>	<b>PreAward Surveys-Formal</b>	<b>28-1</b>
28.1	PreAward Surveys Overview.....	28-1
28.1.1	To Add or Create New Record .....	28-1
28.1.2	To Move to the Next Screen .....	28-1
28.1.3	To Move to the Previous Screen.....	28-1
28.1.4	To Add Multiple New Records .....	28-1
28.1.5	To View or Edit Existing Record .....	28-3
28.2	Formal PreAward Surveys Screen 1 of 5.....	28-5
28.2.1	Fields for Formal PreAward Surveys Screen 1 of 5 .....	28-5
28.3	Formal PreAward Surveys Screen 2 of 5.....	28-8
28.3.1	Fields for Formal PreAward Surveys Screen 2 of 5 .....	28-8
28.4	Formal PreAward Surveys Screen 3 of 5.....	28-10
28.4.1	Fields for Formal PreAward Surveys Screen 3 of 5 .....	28-10
28.5	Formal PreAward Surveys Screen 4 of 5.....	28-12
28.5.1	Fields for Formal PreAward Surveys Screen 4 of 5 .....	28-13
28.6	Formal PreAward Surveys Screen 5 of 5.....	28-14
	Buttons on Formal PreAward Surveys Screen 5 of 5.....	28-14
28.6.1	Fields for Formal PreAward Surveys Screen 5 of 5 .....	28-14
28.6.2	Secondaries – General Information.....	28-14
28.6.3	Secondaries – Fields .....	28-15



<b>29</b>	<b>PreAward Survey-Informal</b>	<b>29-1</b>
29.1	PreAward Survey-Informal Overview.....	29-1
29.1.1	To Add or Create New Record.....	29-2
29.1.2	To Add Multiple New Records.....	29-2
29.1.3	To View or Edit Existing Record .....	29-2
29.2	Informal PreAward Survey Screen 1 of 1 .....	29-4
29.2.1	Fields for Informal PreAward Survey Screen 1 of 1.....	29-4
<b>30</b>	<b>Pricing and Negotiation</b>	<b>30-1</b>
30.1	Pricing and Negotiation Overview .....	30-1
30.1.1	To Add or Create New Record.....	30-2
30.1.2	To Move to the Next Screen.....	30-2
30.1.3	To Move to the Previous Screen .....	30-2
30.1.4	To View or Edit Existing Record .....	30-3
30.2	Pricing and Negotiation Screen 1 of 3.....	30-5
30.2.1	Fields for Pricing and Negotiation Screen 1 of 3.....	30-5
30.3	Pricing Info--PCO Negotiated Actions/All Subcontract Reviews Screen 2 of 3.....	30-12
30.3.1	Button on Pricing Info – PCO Negotiated Actions/All Subcontract Reviews Screen 2 of 3.....	30-12
30.3.2	Fields for Pricing Info--PCO Negotiated Actions/All Subcontract Reviews Screen 2 of 3.....	30-12
30.4	PCO Negotiation Actions Continuation Window .....	30-15
30.4.1	Buttons on the PCO Negotiation Actions Continuation Window .....	30-15
30.4.2	Fields for the PCO Negotiation Actions Continuation Window.....	30-15
30.5	Pricing Info--ACO Negotiated Actions Screen 2 of 3 .....	30-17
30.5.1	Button on Pricing Info – ACO Negotiated Actions/All Subcontract Reviews Screen 2 of 3.....	30-17
30.5.2	Fields for Pricing Info--ACO Negotiated Actions Screen 2 of 3.....	30-17
30.6	ACO Negotiation Actions Continuation Window.....	30-20
30.6.1	Buttons on the ACO Negotiation Actions Continuation Window.....	30-20
30.6.2	Fields for the ACO Negotiation Actions Continuation Window.....	30-20
30.7	Negotiation Information Screen 3 of 3.....	30-22
30.7.1	Fields for Negotiation Information Screen .....	30-22
<b>31</b>	<b>Process Improvement Network PIN Administration</b>	<b>31-1</b>
31.1	PIN Administration Overview.....	31-1
31.1.1	To Add or Create New Record.....	31-1
31.1.2	To Add Multiple New Records.....	31-1
31.1.3	To View or Edit Existing Record .....	31-1
31.2	Process Improvement-Admin Screen 1 of 1.....	31-4
31.2.1	Fields for Process Improvement-Admin Screen 1 of 1 .....	31-4
<b>32</b>	<b>Process Improvement Network-PIN Metric</b>	<b>32-1</b>
32.1	PIN Metric Overview.....	32-1
32.1.1	To Add or Create New Record.....	32-2
32.1.2	To Move to the Next Screen.....	32-2
32.1.3	To Move to the Previous Screen .....	32-2
32.1.4	To Add Multiple New Records.....	32-2
32.1.5	To View or Edit Existing Record .....	32-3
32.2	Process Improvement Network Screen 1 of 2.....	32-4
32.2.1	Fields for Process Improvement Network Screen 1 of 2.....	32-4
32.3	Process Improvement Network Screen 2 of 2.....	32-6
32.3.1	Fields for Process Improvement Network Screen 2 of 2.....	32-6

<b>33</b>	<b>Process Improvement Network PIN ROI</b>	<b>33-1</b>
33.1	PIN ROI Overview.....	33-1
33.1.1	To Add or Create New Record.....	33-1
33.1.2	To Add Multiple New Records.....	33-1
33.1.3	To View or Edit Existing Record.....	33-1
33.2	Process Improvement-ROI Screen 1 of 1 .....	33-3
33.2.1	Fields for Process Improvement-ROI Screen 1 of 1 .....	33-3
<b>34</b>	<b>Program Integration</b>	<b>34-1</b>
34.1	Program Integration Overview.....	34-1
34.1.1	To Add or Create a New Record – Headquarters Only .....	34-3
34.1.2	To Move to the Next Screen.....	34-4
34.1.3	To Move to the Previous Screen.....	34-4
34.1.4	To Add Multiple New Records.....	34-4
34.1.5	To View or Edit Existing Record.....	34-5
34.2	Program Integration Screen 1 of 6.....	34-5
34.2.1	Buttons on Program Integration Screen 1 of 6.....	34-6
34.2.2	Fields for Program Integration Screen 1 of 6.....	34-6
34.2.3	Adding a Contract Number.....	34-8
34.2.4	Removing a Contract Number.....	34-9
34.3	Program Integration Screen 2 of 6.....	34-10
34.3.1	Buttons on Program Integration Screen 2 of 6.....	34-10
34.3.2	Fields for Program Integration Screen 2 of 6.....	34-10
34.4	Program Integration Screen 3 of 6.....	34-13
34.4.1	Buttons on Program Integration Screen 3 of 6.....	34-14
34.4.2	Fields for Program Integration Screen 3 of 6.....	34-14
34.5	Program Integration Screen 4 of 6.....	34-16
34.5.1	Buttons on Program Integration Screen 4 of 6.....	34-16
34.5.2	Fields for Program Integration Screen 4 of 6.....	34-16
34.5.3	Viewing Information for Additional Support Program Integrators .....	34-19
34.5.4	Deleting a Support Program Integrator.....	34-19
34.6	Program Integration Screen 5 of 6.....	34-20
34.6.1	Buttons on Program Integration Screen 5 of 6.....	34-20
34.6.2	Fields for Program Integration Screen 5 of 6.....	34-20
34.7	Program Integration Screen 6 of 6.....	34-22
34.7.1	Buttons on Program Integration Screen 6 of 6.....	34-23
34.7.2	Fields for Program Integration Screen 6 of 6.....	34-23
34.8	Adding New Personnel.....	34-26
34.8.1	Buttons on the Additional Personnel Pop-Up Window .....	34-27
34.8.2	Fields for the Additional Personnel Pop-Up Window.....	34-27
34.9	Editing an Existing Personnel Record .....	34-29
34.10	Screen Appearance for International Vs Domestic Information .....	34-30
<b>35</b>	<b>Property</b>	<b>35-1</b>
35.1	Property Overview.....	35-1
35.1.1	To Add or Create New Record .....	35-2
35.1.2	To Move to the Next Screen.....	35-2
35.1.3	To Move to the Previous Screen.....	35-2
35.1.4	To Add Multiple New Records.....	35-2
35.1.5	To View or Edit Existing Record.....	35-3
35.1.6	To Close a Record .....	35-4
35.2	Property Screen 1 of 2.....	35-5
35.2.1	Fields for Property Screen 1 of 2.....	35-6
35.3	Property Screen 2 of 2.....	35-12

35.3.1	Fields for Property Screen 2 of 2.....	35-12
<b>36</b>	<b>Return on Investment-ROI District/HQ</b>	<b>36-1</b>
36.1	ROI District/HQ Overview.....	36-1
36.1.1	To Add or Create New Record.....	36-1
36.1.2	To Add Multiple New Records.....	36-1
36.1.3	To View or Edit Existing Record .....	36-1
36.2	Return on Investment-District/HQ Screen 1 of 1.....	36-4
36.2.1	Detail Buttons on Return on Investment-District/HQ Screen 1 of 1.....	36-4
36.2.2	Fields for Return on Investment-District/HQ Screen 1 of 1 .....	36-4
36.3	ROI District/HQ-Exceptions Detail Window.....	36-6
36.3.1	Buttons on the ROI District/HQ Exceptions Detail Window.....	36-6
36.3.2	Fields on ROI District/HQ-Exceptions Detail Window .....	36-6
36.3.3	Entering Exceptions Detail Information (ROI-District/HQ) .....	36-7
<b>37</b>	<b>Return on Investment-ROI International</b>	<b>37-1</b>
37.1	ROI International Overview .....	37-1
37.1.1	To Add or Create New Record.....	37-1
37.1.2	To Add Multiple New Records.....	37-1
37.1.3	To View or Edit Existing Record .....	37-1
37.2	Return on Investment-International Screen 1 of 1 .....	37-3
37.2.1	Detail Buttons on Return on Investment-International Screen 1 of 1.....	37-3
37.2.2	Fields for Return on Investment-International Screen 1 of 1.....	37-3
37.3	ROI International-Exceptions Detail Window.....	37-6
37.3.1	Buttons on the ROI International Exceptions Detail Window .....	37-6
37.3.2	Fields on ROI International-Exceptions Detail Window.....	37-6
37.3.3	Entering Exceptions Detail Information (ROI International) .....	37-7
<b>38</b>	<b>Return on Investment-ROI Metric</b>	<b>38-1</b>
38.1	ROI Metric Overview.....	38-1
38.1.1	To Add or Create New Record.....	38-1
38.1.2	To Add Multiple New Records.....	38-1
38.1.3	To View or Edit Existing Record .....	38-1
38.2	Return on Investment Screen 1 of 1.....	38-3
38.2.1	Detail Buttons on Return on Investment Screen 1 of 1.....	38-3
38.2.2	Fields for Return on Investment Screen 1 of 1.....	38-3
38.3	ROI Metric-Exceptions Detail Window.....	38-5
38.3.1	Buttons on the ROI Metric Exceptions Detail Window .....	38-5
38.3.2	Fields on ROI Metric-Exceptions Detail Window .....	38-5
38.3.3	Entering Exceptions Detail Information (ROI Metric).....	38-6
<b>39</b>	<b>Service Standards</b>	<b>39-1</b>
39.1	Service Standards Overview.....	39-1
39.1.1	To Add or Create New Record .....	39-1
39.1.2	To Move to the Next Screen.....	39-1
39.1.3	To Move to the Previous Screen .....	39-1
39.1.4	To Add Multiple New Records.....	39-1
39.1.5	To View or Edit Existing Record .....	39-2
39.2	Service Standards Screen 1 of 2.....	39-3
39.2.1	Fields for Service Standards Screen 1 of 2.....	39-3
39.3	Services Standards Screen 2 of 2 .....	39-6
39.3.1	Fields for Service Standards Screen 2 of 2.....	39-6

<b>40</b>	<b>Software Surveillance</b>	<b>40-1</b>
40.1	Software Surveillance Overview.....	40-1
40.1.1	To Add or Create New Record .....	40-1
40.1.2	To Add Multiple New Records .....	40-1
40.1.3	To View or Edit Existing Record .....	40-1
40.2	Software Surveillance Screen 1 of 1.....	40-3
40.2.1	Fields for Software Surveillance Screen 1 of 1 .....	40-3
<b>41</b>	<b>Specialized Safety-A &amp; E Contractors Risk Assessment</b>	<b>41-1</b>
41.1	Specialized Safety-A & E Risk Assessment Overview.....	41-1
41.1.1	To Add or Create New Record .....	41-2
41.1.2	To Add Multiple New Records .....	41-2
41.1.3	To View or Edit Existing Record .....	41-3
41.2	Specialized Safety A & E Risk Assessment Screen 1 of 1.....	41-4
41.2.1	Fields for Specialized Safety A & E Risk Assessment Screen 1 of 1.....	41-4
<b>42</b>	<b>Specialized Safety-Aircraft Contractors Risk Assessment</b>	<b>42-1</b>
42.1	Specialized Safety-Aircraft Risk Assessment Overview.....	42-1
42.1.1	To Add or Create New Record .....	42-2
42.1.2	To Move to the Next Screen .....	42-2
42.1.3	To Move to the Previous Screen.....	42-2
42.1.4	To Add Multiple New Records .....	42-2
42.1.5	To View or Edit Existing Record .....	42-3
42.2	Specialized Safety Aircraft Risk Assessment Screen 1 of 2 .....	42-4
42.2.1	Fields for Specialized Safety Aircraft Risk Assessment Screen 1 of 2 .....	42-4
42.3	Specialized Safety-Aircraft Risk Assessment Screen 2 of 2.....	42-6
42.3.1	Fields for Specialized Safety Aircraft Risk Assessment Screen 2 of 2 .....	42-6
<b>43</b>	<b>Specialized Safety Annual Operating Plan</b>	<b>43-1</b>
43.1	Specialized Safety Annual Operating Plan Overview.....	43-1
43.1.1	To Add or Create New Record .....	43-2
43.1.2	To Move to the Next Screen .....	43-2
43.1.3	To Move to the Previous Screen.....	43-2
43.1.4	To Add Multiple New Records .....	43-2
43.1.5	To View or Edit Existing Record.....	43-3
43.2	Specialized Safety Annual Operating Plan Screen 1 of 2.....	43-4
43.2.1	Fields for Specialized Safety Annual Operating Plan Screen 1 of 2.....	43-4
43.3	Specialized Safety Annual Operating Plan Screen 2 of 2.....	43-7
43.3.1	Detail (DTL) Button .....	43-7
43.3.2	Fields for Specialized Safety Annual Operating Plan Screen 2 of 2.....	43-8
43.4	Specialized Safety Annual Operating Plan Detail Window.....	43-9
43.4.1	Buttons on the Specialized Safety Annual Operating Plan Detail Window.....	43-10
43.4.2	Fields for Specialized Safety Annual Operating Plan Detail Window.....	43-10
43.4.3	Entering Survey Detail Information .....	43-13
<b>44</b>	<b>Specialized Safety-Industrial Contractors Risk Assessment</b>	<b>44-1</b>
44.1	Specialized Safety-Industrial Risk Assessment Overview.....	44-1
44.1.1	To Add or Create New Record .....	44-2
44.1.2	To Add Multiple New Records .....	44-2
44.1.3	To View or Edit Existing Record .....	44-2
44.2	Specialized Safety Industrial Risk Assessment Screen 1 of 1 .....	44-3

44.2.1 Fields for Specialized Safety Industrial Risk Assessment Screen 1 of 1...44-3

## **45 Specialized Safety-Into Plane Contractors Risk Assessment 45-1**

45.1	Specialized Safety-Into Plane Risk Assessment Overview.....	45-1
45.1.1	To Add or Create New Record.....	45-2
45.1.2	To Add Multiple New Records.....	45-2
45.1.3	To View or Edit Existing Record .....	45-2
45.2	Specialized Safety Into Plane Risk Assessment Screen 1 of 1.....	45-3
45.2.1	Fields for Specialized Safety Into Plane Risk Assessment Screen 1 of 1.....	45-3

## **46 Specialized Safety-Mishaps 46-1**

46.1	Specialized Safety-Mishaps Overview.....	46-1
46.1.1	To Add or Create New Record.....	46-2
46.1.2	To Move to the Next Screen.....	46-2
46.1.3	To Move to the Previous Screen .....	46-2
46.1.4	To Add Multiple New Records.....	46-2
46.1.5	To View or Edit Existing Record .....	46-3
46.2	Specialized Safety-Mishaps Screen 1 of 7.....	46-4
46.2.1	Fields for Specialized Safety-Mishaps Screen 1 of 7 .....	46-5
46.3	Specialized Safety-Mishaps Screen 2 of 7.....	46-8
46.3.1	Fields for Specialized Safety-Mishaps Screen 2 of 7 .....	46-8
46.4	Specialized Safety-Mishaps Screen 3 of 7.....	46-9
46.4.1	Fields for Specialized Safety-Mishaps Screen 3 of 7 .....	46-9
46.4.2	DoD Section (General Information).....	46-10
46.5	Specialized Safety-Mishaps Screen 4 of 7.....	46-11
46.5.1	Fields for Specialized Safety-Mishaps Screen 4 of 7 .....	46-11
46.6	Specialized Safety-Mishaps Screen 5 of 7.....	46-13
46.6.1	Fields for Specialized Safety-Mishaps Screen 5 of 7 .....	46-13
46.7	Specialized Safety-Mishaps Screen 6 of 7.....	46-14
46.7.1	Fields for Specialized Safety-Mishaps Screen 6 of 7 .....	46-14
46.8	Specialized Safety-Mishaps Screen 7 of 7.....	46-15
46.8.1	Fields for Specialized Safety-Mishaps Screen 7 of 7 .....	46-15

## **47 Survey 47-1**

47.1	Survey Overview.....	47-1
47.1.1	To Add or Create a New Record – District Only .....	47-2
47.1.2	To Add Multiple New Records.....	47-2
47.1.3	To View or Edit Existing Record .....	47-2
47.2	Survey Screen 1 of 1.....	47-4
47.2.1	Fields for Survey Screen 1 of 1.....	47-4

## **48 Survey Admin 48-1**

48.1	Survey Admin Overview.....	48-1
48.1.1	To Add or create New Record.....	48-2
48.1.2	To Add Multiple New Records.....	48-2
48.1.3	To View or Edit Existing Record .....	48-3
48.2	Survey Admin (Respondent Position).....	48-5
48.2.1	Survey Admin Screen Fields (Respondent Position).....	48-5
48.3	Survey Admin (Special Process).....	48-5
48.3.1	Survey Admin Screen Fields (Special Process).....	48-5

## **49 Training 49-1**

49.1	Training Overview.....	49-1
49.1.1	To Add or Create New Record .....	49-2
49.1.2	To Add Multiple New Records .....	49-2
49.1.3	To View or Edit Existing Record .....	49-2
49.2	Training Screen 1 of 1.....	49-3
49.2.1	Fields for Training Screen 1 of 1 .....	49-3

## **Appendix A – Help Feature** **1**

Accessing Help .....	1
Help Icon and Screen-Level Help.....	1
Searching with Help .....	2
Common Help Search Window Tabs.....	3
Common Help Search Window Buttons .....	3
Contents Window.....	3
Book Icons.....	3
Page Icons.....	4
Index Window.....	4
Find Window.....	4
Find Search Screen Buttons .....	5
Help Information Windows .....	7
Help Information Window Buttons.....	7
Menu Bars.....	7

## **Appendix B – Error Messages** **1**

Screen-Specific Messages .....	1
Login Screen.....	1
Change Password Screen .....	1
EARLYCAS .....	1
Estimating Systems .....	3
Earned Value Management Systems – Admin.....	4
Earned Value Management Systems – Metric .....	4
Federal CAS.....	5
Flight Operations .....	6
Overhead Negotiations .....	7
PreAward Surveys – Formal.....	8
PreAward Surveys – Informal .....	10
Property 11 .....	
Packaging .....	13
Postcard Trailers – Admin.....	15
Postcard Trailers – Metric .....	15
Pricing and Negotiation .....	16
FPRA/FPRR .....	19
Process Improvement Network.....	21
Program Integration .....	22
Laboratory Testing .....	24
Return on Investment.....	25
Service Standards .....	26
Software Survey.....	28
Specialized Safety .....	28
Survey 30 .....	
Training 32 .....	
Global Messages .....	32
Oracle Error Messages .....	33

**Appendix C – Entering Information in Scrolling Text Boxes** **1**

    Entering Information in Scrolling Text Boxes Overview..... 1

    Advantages/Disadvantages ..... 1

    Cut and Paste Procedure ..... 1





# Index

## #

# Days, Packaging 23-20  
# Major Accepted during C & UT, Software Surveillance 40-4  
# Major Accepted during DD, Software Surveillance 40-4  
# Major Accepted during PD, Software Surveillance 40-4  
# Major Accepted during SRA, Software Surveillance 40-4  
# Major Accepted during SW ACC, Software Surveillance 40-5  
# Major Accepted for SYS ACC, Software Surveillance 40-5  
# Major Accepted Total, Software Surveillance 40-5  
# Major Generated during C & UT, Software Surveillance 40-4  
# Major Generated during DD, Software Surveillance 40-3  
# Major Generated during PD, Software Surveillance 40-3  
# Major Generated during SRA, Software Surveillance 40-3  
# Major Generated during SW ACC, Software Surveillance 40-4  
# Major Generated during SYS ACC, Software Surveillance 40-4  
# Major Generated Total, Software Surveillance 40-4  
# Minor Accepted during C & UT, Software Surveillance 40-6  
# Minor Accepted during DD, Software Surveillance 40-6  
# Minor Accepted during PD, Software Surveillance 40-6  
# Minor Accepted during SRA, Software Surveillance 40-6  
# Minor Accepted during SW ACC, Software Surveillance 40-6  
# Minor Accepted during SYS ACC, Software Surveillance 40-6  
# Minor Accepted Total, Software Surveillance 40-7  
# Minor Generated during C & UT, Software Surveillance 40-5  
# Minor Generated during DD, Software Surveillance 40-5  
# Minor Generated during PD, Software Surveillance 40-5  
# Minor Generated during SRA, Software Surveillance 40-5  
# Minor Generated during SW ACC, Software Surveillance 40-5

# Minor Generated during SYS ACC, Software Surveillance 40-6  
# Minor Generated Total, Software Surveillance 40-6

## \$

\$ Value of Software Work by Contractor(s), Software Surveillance 40-7

## %

% Cost Variance, Earned Value Management Systems 12-7  
% Schedule Variance, Earned Value Management Systems 12-7

## A

ACAT Level, Early CAS 11-7  
ACAT Pgm, Program Integration 34-7  
Acceptable Proposal Date, Overhead Negotiations 22-9  
ACO DSN, FPRA/FPRR 19-6  
ACO DSN, Overhead Negotiations 22-7  
ACO Name, Overhead Negotiations 22-7  
ACO Negotiated or Audit Determined, Overhead Negotiations 22-8  
ACO P.O.C. , FPRA/FPRR 19-6  
ACO Phone, FPRA/FPRR 19-6  
ACO Phone, Overhead Negotiations 22-7  
ACO Settlement Date, Overhead Negotiations 22-9  
ACO Team, Overhead Negotiations 22-7  
ACO, Specialized Safety-Mishaps 46-6  
Acquisition Cost Avoidance, Process Improvement Network-ROI 33-4  
Acquisition Cost Savings, Process Improvement Network-ROI 33-3  
Acquisition Phase, Early CAS 11-7  
Acquisition Plan/SAMP Review, Early CAS 11-8  
Acquisition Strategy and Planning, Early CAS 11-8  
Acquisition, Pricing and Negotiation 30-6  
Action Code, Packaging 23-17  
Action or Recommendation, Property 35-10  
Add See New  
Adding a Contract Number, Program Integration 34-8  
Address 1, Program Integration 34-27  
Address 1, Standard Address Block 10-7  
Address 2, Program Integration 34-27  
Address 2, Standard Address Block 10-7  
Address Block., Packaging 23-6  
Address, FPRA/FPRR 19-7  
Address, Laboratory Testing 20-5  
Address, PBAM Flight Operations 17-6  
Address, Specialized Safety A & E Contractors Risk Assessment 41-5

Address, Specialized Safety Aircraft Contractors Risk Assessment 42-5  
Address, Specialized Safety Annual Operating Plan 43-5  
Address, Specialized Safety Industrial Contractors Risk Assessment 44-3  
Address, Specialized Safety-Into Plane Contractors Risk Assessment 45-4  
Address, Specialized Safety-Mishaps 46-5, 46-8  
Address/Contact Information, ACO, Program Integration 34-18  
Address/Contact Information, CAO Commander, Program Integration 34-11  
Address/Contact Information, DCMC Liaison, Program Integration 34-12  
Address/Contact Information, PCO, Program Integration 34-23  
Address/Contact Information, PEO, Program Integration 34-21  
Address/Contact Information, Program Integrator, Program Integration 34-15  
Address/Contact Information, Program Manager, Program Integration 34-15  
Address/Contact Information, Support Program Integrator, Program Integration 34-17  
Adjust. in Billing, Packaging 23-19  
Adjustment Processed, Packaging 23-18  
Adjustment, Property 35-11  
Administering Office , Packaging 23-9  
Administering Office Address Block, Packaging 23-8  
Administering Office Address Information, Packaging 23-10  
Administration Options 5-5  
Aircraft Serial No., MSTA Flight Operations 16-4  
Amount Assessed, Property 35-12  
Amount Negotiated, Pricing and Negotiation 30-24  
Amount, Pricing and Negotiation 30-9, 30-23  
Analyst, Pricing and Negotiation 30-14, 30-16, 30-19, 30-21  
Approved, Pricing and Negotiation 30-23, 30-24  
Assisted By, Specialized Safety Annual Operating Plan 43-8  
Attention (Administering Office ), Packaging 23-10  
Attention (From), Packaging 23-7  
Attention (Preparer), Packaging 23-11  
Attention (Reply To), Packaging 23-12  
Attention (Shipper), Packaging 23-8  
Attention (To), Packaging 23-6  
Audit Date, Overhead Negotiations 22-9  
Audit Determined Rate Date, Overhead Negotiations 22-9, 22-11  
Audit Rpt/Survey No., Estimating System 14-5  
Automatically populated data 5-9

**B**

Begin Date, Specialized Safety Annual Operating Plan 43-12  
Beneficial Site Assessment, FPRA/FPRR 19-6, 19-15  
Bid Package Received, Formal PreAward Surveys 28-6  
Business Size, Formal PreAward Surveys 28-7  
Business Unit, FPRA/FPRR 19-9  
Buying Activity DoDAAC, Survey 47-5  
Buying Activity Name, Survey 47-5  
Buying Activity Section, FPRA/FPRR 19-7–19-8  
Buying Activity, Early CAS 11-6  
Buying Activity, Earned Value Management Systems 12-6  
Buying Activity, FPRA/FPRR 19-7  
Deleting 19-8, 19-13  
Entering 19-8, 19-12  
Modifying 19-8, 19-13  
Viewing 19-8, 19-13

**C**

CAGE (Shipper), Packaging 23-8  
CAGE Code, Estimating System 14-5  
CAGE Code, Formal PreAward Surveys 28-5, 28-8, 28-10, 28-14, 28-15  
CAGE Code, FPRA/FPRR 19-5, 19-9, 19-15  
CAGE Code, MSTA Flight Operations 16-4  
CAGE Code, Overhead Negotiations 22-6  
CAGE Code, Property 35-7  
CAGE Name  
DIRAMS Version 5 10-6  
CAGE, Early CAS 11-14, 11-15  
CAGE, Laboratory Testing 20-4  
CAGE, PBAM Flight Operations 17-5  
CAGE, Specialized Safety-Mishaps 46-5  
CAGE/CAO Combination Selection  
DIRAMS Version 5 10-8  
Call Answered By, Service Standards 39-4  
**Cancel 5-2**  
Cancel Date, Formal PreAward Surveys 28-9  
Cancel Icon 5-8  
Cancelled, Pricing and Negotiation 30-14, 30-16, 30-19, 30-21  
CAO Code, Early CAS 11-6  
CAO Code, Estimating System 14-4  
CAO Code, MSTA Flight Operations 16-4  
CAO Code, Program Integration 34-8  
CAO Code, Property 35-6  
CAO Code, Return on Investment-International 37-3  
CAO Code, Return on Investment-Metric 38-3  
CAO Code, Software Surveillance 40-3  
CAO Code, Specialized Safety Annual Operating Plan 43-4  
CAO Contact, Postcard Trailers 26-6

- CAO DoDAAC, FPRA/FPRR 19-6, 19-15
- CAO DoDAAC, Overhead Negotiations 22-6
- CAO Name, Early CAS 11-6
- CAO Name, Federal CAS 15-3
- CAO Name, Formal PreAward Surveys 28-15
- CAO Name, Laboratory Testing 20-5
- CAO Name, Overhead Negotiations 22-6
- CAO Name, PBAM Flight Operations 17-5
- CAO Name, Postcard Trailers 26-5
- CAO Name, Program Integration 34-8
- CAO Name, Specialized Safety A & E Contractors Risk Assessment 41-4
- CAO Name, Specialized Safety Aircraft Contractors Risk Assessment 42-4
- CAO Name, Specialized Safety Annual Operating Plan 43-4
- CAO Name, Specialized Safety Industrial Contractors Risk Assessment 44-3
- CAO Name, Specialized Safety-Into Plane Contractors Risk Assessment 45-3
- CAO Organization Code, Formal PreAward Surveys 28-5, 28-8, 28-10, 28-14
- CAO Organization Code, Informal PreAward Survey 29-4
- CAO, Earned Value Management Systems 12-6
- CAO, Federal CAS 15-3
- CAO, FPRA/FPRR 19-6, 19-15
- CAO, Laboratory Testing 20-5
- CAO, Packaging 23-5
- CAO, PBAM Flight Operations 17-5
- CAO, Postcard Trailers 26-5
- CAO, Pricing and Negotiation 30-5, 30-19, 30-21
- CAO, Program Integration 34-29
- CAO, Specialized Safety A & E Contractors Risk Assessment 41-4
- CAO, Specialized Safety Aircraft Contractors Risk Assessment 42-4
- CAO, Specialized Safety Industrial Contractors Risk Assessment 44-3
- CAO, Specialized Safety-Into Plane Contractors Risk Assessment 45-3
- CAO, Specialized Safety-Mishaps 46-5
- CAO's Team With, Early CAS 11-6
- Case Number, Property 35-6
- Certified Cost or Pricing Data, Pricing and Negotiation 30-24
- Changing Password *See* Password, Changing
- Charges Collect, Packaging 23-21
- Charges Collect-Via Freight/Express/Parcel Post, Packaging 23-21
- City, Program Integration 34-27
- City, Standard Address Block 10-7
- Class/Division, Specialized Safety-Mishaps 46-12
- Close Button, Pricing and Negotiation 30-6
- Closing a record
  - Conditionally required data elements 5-10
- Code, Survey Admin 48-5
- Command Name, DCMC Liaison, Program Integration 34-12
- Comments, FPRA/FPRR 19-14, 19-15
- Comments, Overhead Negotiations 22-12
- Comments, Postcard Trailers 26-8
- Comments, Specialized Safety Annual Operating Plan 43-6, 43-13
- Commercial Phone, Packaging 23-13, 23-23
- Commercial Phone, Specialized Safety-Mishaps 46-6
- Company Name, Formal PreAward Surveys 28-15
- Competition, Pricing and Negotiation 30-7
- Condition, Specialized Safety-Mishaps 46-7
- Conditionally required data elements
  - Closing a record 5-10
  - General 5-10
- Contact DSN, Postcard Trailers 26-6
- Contact E-Mail, Postcard Trailers 26-6
- Contact Phone, Postcard Trailers 26-6
- Continuous, FPRA/FPRR 19-10
- Contract #, Program Integration 34-6
- Contract Action, Pricing and Negotiation 30-8
- Contract Amount, Early CAS 11-14
- Contract Awarded?, Early CAS 11-14
- Contract Closed, Earned Value Management Systems 12-6
- Contract Modifier #, Earned Value Management Systems 12-6
- Contract No., Early CAS 11-14
- Contract No., Laboratory Testing 20-4
- Contract No., MSTA Flight Operations 16-4
- Contract No., Property 35-6
- Contract Number, Earned Value Management Systems 12-5
- Contract Number, Specialized Safety A & E Contractors Risk Assessment 41-4, 43-5, 46-3, 46-5
- Contract Number, Specialized Safety Aircraft Contractors Risk Assessment 42-4
- Contract Number, Specialized Safety Industrial Contractors Risk Assessment 44-3
- Contract Number, Specialized Safety Into Plane Contractors Risk Assessment 45-3
- Contract Type, Pricing and Negotiation 30-7
- Contract Type, Property 35-6
- Contract Value, FPRA/FPRR 19-15
- Contract Vehicle, Pricing and Negotiation 30-7
- Contract Yr., Laboratory Testing 20-4
- Contract/BOA #, Pricing and Negotiation 30-8
- Contract/Order #, Packaging 23-9
- Contracting Litigation (District Office of Counsel Only) \$ Cost Avoidance, Return on Investment-District/HQ 36-5
- Contracting Litigation (District Office of Counsel Only) \$ Cost Savings, Return on Investment-District/HQ 36-5

Contracting Officer Price Negotiations \$ Cost  
Avoidance, Return on Investment-International 37-4

Contracting Officer Price Negotiations \$ Cost  
Savings, Return on Investment-International 37-4

Contractor Division, Overhead Negotiations 22-7

Contractor Insurance/Pension Reviews \$ Cost  
Avoidance, Return on Investment-International 37-4

Contractor Insurance/Pension Reviews \$ Cost  
Savings, Return on Investment-International 37-4

Contractor Name, Overhead Negotiations 22-6

Contractor Name, Property 35-7

Contractor Name, Specialized Safety-Mishaps 46-5

Contractor Performance Admin 13-1–13-4

Contractor Portion, Property 35-10

Contractor Proposal, FPRA/FPRR 19-10

Contractor Type, Specialized Safety Annual Operating Plan 43-5

Contractor, Early CAS 11-14, 11-15

Contractor, Earned Value Management Systems 12-6

Contractor, Estimating System 14-5

Contractor, FPRA/FPRR 19-5, 19-15

Contractor, Laboratory Testing 20-5

Contractor, PBAM Flight Operations 17-5

Contractor, Pricing and Negotiation 30-6

Contractor, Program Integration 34-8

Contractor, Specialized Safety A & E Contractors Risk Assessment 41-4

Contractor, Specialized Safety Aircraft Contractors Risk Assessment 42-5

Contractor, Specialized Safety Annual Operating Plan 43-5

Contractor, Specialized Safety Industrial Contractors Risk Assessment 44-3

Contractor, Specialized Safety-Into Plane Contractors Risk Assessment 45-3

Contractual Coverage, Property 35-7

Control No., Early CAS 11-7, 11-11

Copies To, Packaging 23-18

**Copy 5-3**

Correct Action Req., Specialized Safety Annual Operating Plan 43-11

Corrective Action, Specialized Safety-Mishaps 46-14

Cost Avoidance, FPRA/FPRR 19-10

Cost Evaluation, Early CAS 11-9

Cost Monitor Site, FPRA/FPRR 19-6

Cost Reduction Activity, FPRA/FPRR 19-14

Cost Savings/Prior Agreement, FPRA/FPRR 19-11

Country, Program Integration 34-28

Country, Standard Address Block 10-7, 34-28

Courses Completed, Training 49-4

Courses Listed, Training 49-4

Crew Type, MSTC Flight Operations 16-5

Cumulative Budgeted Cost of Work Scheduled (BCWS), Earned Value Management Systems 12-6, 12-7

Current Contractor Fiscal Year, FPRA/FPRR 19-14

Customer DoDAAC, Postcard Trailers 26-8

Customer Name, Postcard Trailers 26-8

Customer satisfied with product/services?, Postcard Trailers 26-7

**Cut 5-3**

CY/FY, FPRA/FPRR 19-11

## D

Damaged, Property 35-8

Data field list

Choosing from 8-2

Date (Correct Action Req.), Specialized Safety Annual Operating Plan 43-11

Date (Method 1), Specialized Safety Annual Operating Plan 43-11

Date (Method 2), Specialized Safety Annual Operating Plan 43-11

Date (Method 3), Specialized Safety Annual Operating Plan 43-12

Date (Post-Award Conference), Specialized Safety Annual Operating Plan 43-10

Date (Pre-Operational Review), Specialized Safety Annual Operating Plan 43-10

Date (Site/Construct), Specialized Safety Annual Operating Plan 43-11

Date (Waiver Review), Specialized Safety Annual Operating Plan 43-11

Date Cancelled, FPRA/FPRR 19-11

Date Closed, Specialized Safety Annual Operating Plan 43-12

Date Closed, Specialized Safety-Mishaps 46-7

Date Completed, Formal PreAward Surveys 28-13

Date Corrected, Estimating System 14-6

Date Customer Notified, Formal PreAward Surveys 28-8

Date DD1716 Issued, Specialized Safety Annual Operating Plan 43-12

Date Due, Formal PreAward Surveys 28-13, 28-15

Date Entered, Estimating System 14-4

Date Established, Property 35-6

Date Follow-up, Specialized Safety Annual Operating Plan 43-12

Date format

DIRAMS Version 5 10-7

Date Last Changed, Process Improvement Network-Metric 32-4

Date Last Safety Survey, Specialized Safety-Mishaps 46-15

Date Negotiated, Pricing and Negotiation 30-24

Date of Call, Service Standards 39-3

Date of Deficiency, Estimating System 14-5

Date of MOA/MFR, Program Integration 34-24	Description (Contractor Action-Latest Date), Estimating System 14-7
Date of Request, Formal PreAward Surveys 28-7	Description (Contractor Action-Next Planned Date), Estimating System 14-8
Date of Survey, Survey 47-4	Description, Earned Value Management Systems Admin. 13-4
Date Prepared, Packaging 23-5	Description, Estimating System 14-6
Date Recd, Postcard Trailers 26-4	Destroyed, Property 35-9
Date Received, Formal PreAward Surveys 28-7	Detail (DTL) Button, Specialized Safety Annual Operating Plan 43-7
Date Relieved, Property 35-13	Did you get the information that you required?, Service Standards 39-5, 39-6
Date Requested, Informal PreAward Survey 29-5	Did you leave a message?, Service Standards 39-5
Date Resolved, Estimating System 14-5	DIRAMS Version 5
Date Returned, Formal PreAward Surveys 28-15	Global changes 10-1–10-8
Date Sent, Postcard Trailers 26-4	Discrepancy Code, Packaging 23-17
Date Support Completed, Early CAS 11-11	Disposal Action, Property 35-10
Date to ACO, Property 35-12	Disposition of CAS Non-Compliance-\$ Cost Savings, Return on Investment-International 37-4
Date(s) Survey(s) Completed, Specialized Safety Annual Operating Plan 43-8	Distrib. Addressees, Packaging 23-13
Date, Federal CAS 15-3	District Code, MSTA Flight Operations 16-4
Date, Packaging 23-24	District Code, Return on Investment-District/HQ 36-4
Date, PBAM Flight Operations 17-5	District, Early CAS 11-6
Date, Pricing and Negotiation 30-9, 30-10	District, Earned Value Management Systems 12-6
Date, Process Improvement Network-ROI 33-3	District, Federal CAS 15-3
Date, Software Surveillance 40-3	District, FPRA/FPRR 19-6
Date, Specialized Safety A & E Contractors Risk Assessment 41-4	District, Overhead Negotiations 22-6
Date, Specialized Safety Aircraft Contractors Risk Assessment 42-4	District, PBAM Flight Operations 17-5
Date, Specialized Safety Industrial Contractors Risk Assessment 44-3	District, Postcard Trailers 26-4
Date, Specialized Safety-Into Plane Contractors Risk Assessment 45-3	District, Property 35-6
Date, Specialized Safety-Mishaps 46-5, 46-7	District, Specialized Safety A & E Contractors Risk Assessment 41-4
Date, Training 49-4	District, Specialized Safety Aircraft Contractors Risk Assessment 42-4
DCAA Region DSN, Overhead Negotiations 22-8	District, Specialized Safety Industrial Contractors Risk Assessment 44-3
DCAA Region Phone, Overhead Negotiations 22-8	District, Specialized Safety-Into Plane Contractors Risk Assessment 45-3
DCAA Region, Overhead Negotiations 22-8	District, Specialized Safety-Mishaps 46-5
DCE/CACO Address, Overhead Negotiations 22-7	DIVIDE, Flight PBAM Flight Operations 17-8
DCE/CACO DSN, Overhead Negotiations 22-8	Document #, Packaging 23-18
DCE/CACO Name, Overhead Negotiations 22-7	DoD Hazard Class/Div, Specialized Safety-Mishaps 46-8
DCE/CACO Phone, Overhead Negotiations 22-8	DoD Property, Property 35-8
DCMC Estimate at Completion (EAC), Earned Value Management Systems 12-7	DoDAAC (From), Packaging 23-7
DCMC Ops. Cost Avoidance, Process Improvement Network-ROI 33-4	DoDAAC (Preparer), Packaging 23-11
DCMC Ops. Cost Savings, Process Improvement Network-ROI 33-4	DoDAAC (Reply To), Packaging 23-12
DCMC PQDR No., Laboratory Testing 20-5	DoDAAC (Shipper), Packaging 23-8
DD1716 Issued, Specialized Safety Annual Operating Plan 43-12	DoDAAC (To), Packaging 23-7
Debarred, Formal PreAward Surveys 28-6	DoDAAC, Early CAS 11-7
Deficiency No., Estimating System 14-4	DoDAAC, Packaging 23-18
Degree of Injury, Specialized Safety-Mishaps 46-9	Dollar Value, Formal PreAward Surveys 28-6
<b>Delete 5-3</b>	Dollar Value, Informal PreAward Survey 29-4
Delete Icon 5-8	DSN #, ROI International Exceptions Detail 37-6
Deleting a Contract Number, Program Integration 34- 9	DSN #, ROI Litigation-Exceptions Detail 36-6
Description (ACO Action-Latest Date), Estimating System 14-8	DSN #, ROI Metric Exceptions Detail 38-5

DSN Phone, Packaging 23-13, 23-24  
DSN Phone, Specialized Safety-Mishaps 46-6  
DSN, Early CAS 11-11, 36-6  
DSN, Postcard Trailers 26-8  
DSN, Survey 47-5  
DSNs 8-1  
DTG of Other Notification Reports, Specialized  
Safety-Mishaps 46-16  
Due, Pricing and Negotiation 30-13, 30-15, 30-18,  
30-20  
Duty Description, Specialized Safety-Mishaps 46-9

## E

Early CAS 11-1–11-15  
Earned Value Management Systems 12-1–12-9  
Edit Options 5-3  
Editing data 8-3  
Effect on Production, Specialized Safety-Mishaps 46-  
15  
Effective Date, FPRA/FPRR 19-11  
E-mail, Estimating System 14-4  
E-mail, Packaging 23-24  
E-mail, Program Integration 34-28  
End Date, Specialized Safety Annual Operating Plan  
43-12  
Entering  
Dates 8-1  
Entering data 8-1  
Entering Detail Information, Packaging 23-16  
Est. Completion Date, Process Improvement  
Network-Metric 32-5  
Estimated Completion Date, Overhead Negotiations  
22-9  
Estimated Dollar Impact, Estimating System 14-7  
Estimating System 14-1–14-6  
Exceptions Detail Information  
Entering - ROI Metric 38-6  
Entering, ROI International 37-7  
Entering, ROI-District/HQ 36-7  
Excess Sorties, MSTA Flight Operations 16-6  
Exit 5-2  
Exit Icon 5-8  
Exiting the Metrics application 9-1–9-2  
Explanation, ROI Litigation-Exceptions Detail 36-6  
Explanation, ROI Metric Exceptions Detail 38-5  
Extension Requested, Specialized Safety-Mishaps 46-  
6

## F

Facility, Specialized Safety Annual Operating Plan  
43-5  
FAX, Packaging 23-14  
FAX, Program Integration 34-28  
FCAS Delegations, Federal CAS 15-4

FCAS Hrs. Earned, Federal CAS 15-4  
Federal CAS 15-1–15-5  
File Options 5-2  
Final Decision Issue Date, Overhead Negotiations 22-  
9  
Findings, Specialized Safety-Mishaps 46-13  
First, ACO, Program Integration 34-18  
First, CAO Commander, Program Integration 34-11  
First, DCMC Liaison, Program Integration 34-12  
First, PCO, Program Integration 34-23  
First, PEO, Program Integration 34-21  
First, Program Integration 34-27  
First, Program Integrator, Program Integration 34-15  
First, Support Program Integrator, Program  
Integration 34-17  
Flight Date, MSTA Flight Operations 16-5  
Flight Facility, MSTA Flight Operations 16-5  
Flight Hours, MSTA Flight Operations 16-5  
Flight Hrs., MSTA Flight Operations 16-6  
Flight Kind, MSTA Flight Operations 16-5  
Flight Risk, Property 35-7  
Flight Type, MSTA Flight Operations 16-5  
Followup, Postcard Trailers 26-9  
Follow-up, Survey 47-7  
Formal PreAward Surveys 28-1–28-15  
FPRA, FPRA/FPRR 19-9  
FPRA/FPRR 19-1–19-14  
FPRA/FPRR Elements/ Check Box Section,  
FPRA/FPRR 19-12  
**FPRR, FPRA/FPRR 19-9**  
Freight Prepaid, Packaging 23-21  
Frequency, Specialized Safety Annual Operating Plan  
43-5  
From Address Block, Packaging 23-7, 23-8, 23-12  
From Address Information, Packaging 23-7  
From Date, Return on Investment-District/HQ 36-4  
From Date, Return on Investment-International 37-4  
From Date, Return on Investment-Metric 38-4  
From, Packaging 23-7  
Functional Area, Formal PreAward Surveys 28-13  
Functions Options 5-4  
Funding and Acct. Data, Packaging 23-13  
FY Ended Date, Overhead Negotiations 22-9  
FY, Specialized Safety Annual Operating Plan 43-4

## G

GBL Appropriation Chargeable, Packaging 23-21  
Government Property Reutilization \$ Cost Avoidance,  
Return on Investment-International 37-5  
Government Share Sustained, Overhead Negotiations  
22-12  
Government Share, Overhead Negotiations 22-11  
Govt. Portion, Property 35-9

**H**

Hardware Development, Early CAS 11-9  
Hardware, Early CAS 11-10  
Help  
    About 5-6, 5-8  
    Contents 5-6, 5-7  
    Screen-Level 5-8  
    Using 5-7  
Help Icon 5-9  
Help Options 5-6–5-8, 1  
Help, using 2  
Hours Reported, Formal PreAward Surveys 28-9  
How long did you have to wait for a response?,  
    Service Standards 39-6  
How many times were you referred until you got the  
    person you needed?, Service Standards 39-4  
How Many?, Pricing and Negotiation 30-21  
Hrs. for Survey, Specialized Safety Annual Operating  
    Plan 43-10  
Hrs. for Travel, Specialized Safety Annual Operating  
    Plan 43-10

**I**

ID, Formal PreAward Surveys 28-13  
If action exceeds TINA threshold and Cost or Pricing  
    data not obtained, basis..., Pricing and  
    Negotiation 30-25  
If DoD, DoDAAC, Pricing and Negotiation 30-7  
If IPT, Date of RFP/RFQ, Pricing and Negotiation 30-  
    12, 30-17  
If IPT, Identify CAO Participants, Pricing and  
    Negotiation 30-13, 30-18  
Informal No. , Informal PreAward Survey 29-4  
Informal PreAward Survey 29-1–29-5  
Information accurate and complete?, Postcard Trailers  
    26-7  
Information provided in a timely manner?, Postcard  
    Trailers 26-6  
Innovative Practice Approved, Process Improvement  
    Network-Metric 32-6  
**Insert 5-3.** See New  
International Users, Program Integration  
    Screen Changes 34-30  
Invoice/Bill Attached, Packaging 23-18  
Invoice/DD 250 #, Packaging 23-9  
Invoice/DD250 Date, Packaging 23-9  
Issued By, Pricing and Negotiation 30-9  
Item/Service, Formal PreAward Surveys 28-7, 28-8  
Item/Service, Informal Preaward Survey 29-5

**K**

Kind of Survey, Formal Preaward Surveys 28-5

**L**

Lab Name, Laboratory Testing 20-4  
Lab Name, Laboratory Testing Admin 21-4  
Lab PQDR No., Laboratory Testing 20-5  
Laboratory Testing 20-1–20-6  
Laboratory Testing Admin 21-1–21-4  
Last Revised, Pricing and Negotiation 30-5  
Last, CAO Commander, Program Integration 34-10  
Last, DCMC Liaison, Program Integration 34-11  
Last, PEO, Program Integration 34-20  
Last, Program Integration 34-27  
Last, Support Program Integrator, Program  
    Integration 34-16  
Latest Date (ACO Action), Estimating System 14-8  
Latest Date (Contractor Action), Estimating System  
    14-7  
Liability Value, Property 35-9  
Litigation/Investigation, Overhead Negotiations 22-8  
Local Use (Non-DoD) Contract Numbers  
    DIRAMS Version 5 10-4  
Location, Overhead Negotiations 22-8  
Location, Specialized Safety-Mishaps 46-7  
Logging in 2-1–2-3  
Loss, Property 35-8  
Lot Number, Specialized Safety-Mishaps 46-8

**M**

Major Customer, FPRA/FPRR 19-7  
Manufact./Production, Early CAS 11-9  
Material Damage Repair or Replacement Cost,  
    Specialized Safety-Mishaps 46-11  
Material Picked Up, Packaging 23-20  
Material Shipped, Packaging 23-18  
Menu bar  
    using the 5-1–5-8  
Menu Icon 5-8  
Method 1, Specialized Safety Annual Operating Plan  
    43-11  
Method 2, Specialized Safety Annual Operating Plan  
    43-11  
Method 3, Specialized Safety Annual Operating Plan  
    43-11  
Metrics application 1-1  
Metrics Main screen 4-1–4-2  
Mgmt/Business Evaluation, Early CAS 11-9  
MI, ACO, Program Integration 34-18  
MI, CAO Commander, Program Integration 34-11  
MI, DCMC Liaison, Program Integration 34-12  
MI, PCO, Program Integration 34-23  
MI, PEO, Program Integration 34-21  
MI, Program Integration 34-27  
MI, Program Integrator, Program Integration 34-15  
MI, Program Manager, Program Integration 34-14

MI, Support Program Integrator, Program Integration 34-17  
Mishap Type, Specialized Safety-Mishaps 46-7  
MK/Mod, Specialized Safety-Mishaps 46-8  
MOA/MFR in place?, Program Integration 34-24  
Mod #, Pricing and Negotiation 30-8, 30-9  
Mouse notes 7-2  
MSTA Flight Operations 16-1–16-6

## N

Name of Respondent, Survey 47-5  
NAME, Early CAS 11-11  
Name, Pricing and Negotiation 30-24  
Name, Specialized Safety-Mishaps 46-9  
Narrative of Significant Events, Specialized Safety-Mishaps 46-8  
Narrative, Specialized Safety-Mishaps 46-11  
NASA Delegations, Federal CAS 15-3  
NASA Hrs. Earned, Federal CAS 15-4  
Navigating 7-1–7-2  
    Between Data Elements 7-1  
    Between Functions 7-1  
    Between Pages 7-1  
Navigating Between Detail Records, Packaging 23-16  
Negative Survey, Specialized Safety Annual Operating Plan 43-10  
Negotiated by, FPRA/FPRR 19-10  
Negotiated By, Pricing and Negotiation 30-10  
Negotiated Under, Pricing and Negotiation 30-25  
Negotiation Status, Overhead Negotiations 22-11  
**New 5-2**  
    Early CAS 11-2  
    Earned Value Management Systems 12-2  
    Earned Value Management Systems Admin. 13-2  
    Estimating System 14-2  
    Federal CAS 15-1  
    Formal PreAward Surveys 28-1  
    FPRA/FPRR 19-1  
    General 6-4  
    Informal PreAward Surveys 29-2  
    Laboratory Testing 20-2  
    Laboratory Testing Admin 21-2  
    MSTA Flight Operations 16-2  
    Overhead Negotiations 22-2  
    Packaging 23-2  
    PBAM Flight Operations 17-2  
    Postcard Trailers 26-2  
    Postcard Trailers Admin 27-2  
    Pricing and Negotiation 30-2  
    Process Improvement Network-Administration 31-1  
    Process Improvement Network-Metric 32-2  
    Process Improvement Network-ROI 33-1  
    Program Integration 34-3  
    Property 35-2  
    Return on Investment-District/HQ 36-1

Return on Investment-International 37-1  
Return on Investment-Metric 38-1  
Service Standards 39-1  
Software Surveillance 40-1  
Specialized Safety Annual Operating Plan 43-2  
Specialized Safety-A & E Risk Assessment 41-2  
Specialized Safety-Aircraft Contractors Risk Assessment 42-2  
Specialized Safety-Industrial Contractors Risk Assessment 44-2  
Specialized Safety-Into Plane Contractors Risk Assessment 45-2  
Specialized Safety-Mishaps 46-2  
Survey 47-2  
Survey Admin 48-2  
Training 49-2  
New icon 5-8  
News Released by Whom, Specialized Safety-Mishaps 46-16  
News Released, Specialized Safety-Mishaps 46-15  
Next Page 5-3  
Next Page Icon 5-8  
Next Planned Date (Contractor Action), Estimating System 14-7  
No. Accept Flights Flown, MSTA Flight Operations 16-5  
No. Aircraft Accepted, MSTA Flight Operations 16-5  
No. Aircraft on Site, MSTA Flight Operations 16-4  
No. of Fatalities, Specialized Safety-Mishaps 46-9  
No. of Injuries, Specialized Safety-Mishaps 46-9  
No. of Rings, Service Standards 39-4  
No. Units Found Usable, Laboratory Testing 20-5  
No. Units Lab Tested, Laboratory Testing 20-5  
Nomenclature, Specialized Safety-Mishaps 46-12  
Non-Conformance, Laboratory Testing 20-6  
Non-DoD contracts  
    DIRAMS Version 5 10-4–10-7  
Notification Type, Specialized Safety-Mishaps 46-7  
NSN, Laboratory Testing 20-5  
NSN, Packaging 23-16  
NSN, Specialized Safety-Mishaps 46-8  
NTE Amount, Pricing and Negotiation 30-10  
Number of Items, Property 35-8  
Number of Source Lines of Code (SLOC), Software Surveillance 40-7

## O

Offeror, Formal PreAward Surveys 28-5, 28-8, 28-10, 28-14  
Offeror, Informal PreAward Survey 29-4  
Onsite, Specialized Safety Annual Operating Plan 43-4  
**Open 5-2**  
    Early CAS 11-3  
    Earned Value Management Systems 12-3



Earned Value Management Systems Admin. 13-3  
Estimating System 14-3  
Federal CAS 15-1  
Formal PreAward Surveys 28-3  
FPRA/FPRR 19-3  
General 6-1–6-3  
Informal PreAward Surveys 29-2  
Laboratory Testing 20-2  
Laboratory Testing Admin 21-2  
MSTA Flight Operations 16-3  
Overhead Negotiations 22-3  
Packaging 23-3  
PBAM Flight Operations 17-3  
Postcard Trailers 26-3  
Postcard Trailers Admin 27-3  
Pricing and Negotiation 30-3  
Process Improvement Network-Administration 31-1  
Process Improvement Network-Metric 32-3  
Process Improvement Network-ROI 33-1  
Program Integration 34-5  
Property 35-3  
Return on Investment-District/HQ 36-1  
Return on Investment-International 37-1  
Return on Investment-Metric 38-1  
Service Standards 39-2  
Software Surveillance 40-1  
Specialized Safety Annual Operating Plan 43-3  
Specialized Safety-A & E Risk Assessment 41-3  
Specialized Safety-Aircraft Contractors Risk Assessment 42-3  
Specialized Safety-Industrial Contractors Risk Assessment 44-2  
Specialized Safety-Into Plane Contractors Risk Assessment 45-2  
Specialized Safety-Mishaps 46-3  
Survey 47-2  
Survey Admin 48-3  
Training 49-2  
Open Icon 5-8  
Open or new 6-1–6-4  
Opening  
    by selecting 1-1  
Optional data elements 5-10  
Order #, Pricing and Negotiation 30-8  
Organization Called, Service Standards 39-4  
Organization, Postcard Trailers 26-8  
Organization, Process Improvement Network-Metric 32-5  
Organization, Specialized Safety-Mishaps 46-6  
Organization, Training 49-3  
Other Assist (Subcontract) Reviews?, Pricing and Negotiation 30-21  
Other Description—Cost Overrun, Earned Value Management Systems 12-9  
Other Description-Schedule Slippage, Earned Value Management Systems 12-8

Other Federal Delegations, Federal CAS 15-3  
Other Federal Hrs. Earned, Federal CAS 15-4  
Other Flight Hrs., MSTA Flight Operations 16-6  
Other Reports, Specialized Safety-Mishaps 46-16  
Other Sorties, MSTA Flight Operations 16-6  
Other, Early CAS 11-7, 11-8  
Other, Estimating System 14-9  
Other, Packaging 23-22  
Other, Specialized Safety Annual Operating Plan 43-5  
Other1, Survey 47-6  
Other2, Survey 47-7  
OVERALL RATING, PBAM Flight Operations 17-8  
Overall Support, Survey 47-6  
Overhead Mgmt., Early CAS 11-10  
Overhead Negotiations 22-1–22-12

## P

Packaging 23-1–23-24  
Parcel Post Label Attached, Packaging 23-21  
Participation in Formal Planning/Strategy Meeting  
    For Specific Acquisition, Early CAS 11-8  
PAS Manager Signature Date, Formal PreAward Surveys 28-8  
Password  
    Aging 3-2  
    changing 2-2  
    Changing 3-1–3-3  
    Format 3-2  
    Security 2-3  
Password Aging 3-2  
Password Format 3-2  
PAST and FUTURE, PBAM Flight Operations 17-6, 17-7, 17-8  
Past Performance/Performance Risk Assessment, Early CAS 11-9  
PBAM Flight Operations 17-1–17-8  
PCO DoDAAC, FPRA/FPRR 19-7  
PCO DSN, FPRA/FPRR 19-7  
PCO Name, Early CAS 11-12  
PCO Name, FPRA/FPRR 19-7  
PCO Notified?, Specialized Safety-Mishaps 46-16  
PCO Participation, Formal PreAward Surveys 28-9  
PCO Phone, Early CAS 11-12  
PCO Phone, FPRA/FPRR 19-7  
PCO, Specialized Safety-Mishaps 46-6  
PCO/Buy Activity Name, Program Integration 34-7  
PCO/Buy Activity, Program Integration 34-7  
Penalties Collected, Overhead Negotiations 22-12  
Penalties Recommended, Overhead Negotiations 22-12  
PEO Title, Program Integration 34-7  
Percent of Government Sales, FPRA/FPRR 19-14  
Person Assigned, Formal PreAward Surveys 28-13  
Pgm Office, Early CAS 11-7  
Phone #, ROI International Exceptions Detail 37-6

Phone #, ROI Litigation-Exceptions Detail 36-6  
Phone #, ROI Metric Exceptions Detail 38-5  
Phone No., Specialized Safety Annual Operating Plan 43-6  
Phone numbers *See* Telephone numbers  
PHONE, Early CAS 11-11  
Phone, Estimating System 14-4  
Phone, Postcard Trailers 26-8  
Phone, Program Integration 34-28  
Phone, Survey 47-5  
PI assignment letter on file?, Program Integration 34-24  
PI Program Plan Date, Program Integration 34-24  
PI Program Plan in place?, Program Integration 34-24  
Pick list  
    Choosing from 8-2  
Planned Correction Date, Estimating System 14-7  
PLAS, Process Improvement Network-Metric 32-5  
PLFA, Process Improvement Network-Metric 32-4  
PLFA, Process Improvement Network-ROI 33-3  
POC Commercial Phone, Process Improvement Network-Metric 32-6  
POC DSN Phone Process Improvement Network-Metric 32-6  
POC E-mail, Process Improvement Network-Metric 32-6  
POC Knowledgeable Name, Early CAS 11-12  
POC Knowledgeable Phone, Early CAS 11-12  
POC Name, Estimating System 14-4  
POC, Specialized Safety Annual Operating Plan 43-6  
POC/Process Specialist, Process Improvement Network-Metric 32-6  
Point of Contact, ROI International-Exceptions Detail 37-6  
Point of Contact, ROI Litigation-Exceptions Detail 36-6  
Point of Contact, ROI Metric Exceptions Detail 38-5  
Postage Advance \$, Packaging 23-21  
Post-Award Conference, Specialized Safety Annual Operating Plan 43-10  
Postcard ID, Postcard Trailers 26-4  
Postcard Trailers 26-1–26-9  
Postcard Trailers Administration **Error! Not a valid bookmark in entry on page 27-1**  
PreAward Survey Number, Formal Preaward Surveys 28-5  
PreAward Survey Number, Formal PreAward Surveys 28-8, 28-10, 28-14  
PreAward Survey-Informal *See* Informal PreAward Survey  
PreAward Surveys-Formal *See* Formal PreAward Surveys  
Pre-Operational Review, Specialized Safety Annual Operating Plan 43-10  
Prepared, Pricing and Negotiation 30-23, 30-24  
Preparer, Packaging 23-11

PreparerAddress Information, Packaging 23-11  
Preparing Official, Packaging 23-13, 23-23  
**Previous Page 5-3**  
Previous Page Icon 5-8  
Pricing and Negotiation 30-1–30-25  
Pricing Information, Pricing and Negotiation 30-24  
Pricing Status, FPRA/FPRR 19-11  
Pricing Support for, Pricing and Negotiation 30-13, 30-18  
**Print 5-2**  
Print Screen Icon 5-8  
Process As, Packaging 23-19  
Process Driver-Cost Overrun (3), Earned Value Management Systems 12-9  
Process Driver-Cost Overrun (1), Earned Value Management Systems 12-9  
Process Driver-Cost Overrun (2), Earned Value Management Systems 12-9  
Process Driver-Schedule Slippage (1), Earned Value Management Systems 12-8  
Process Driver-Schedule Slippage (2), Earned Value Management Systems 12-8  
Process Driver-Schedule Slippage (3), Earned Value Management Systems 12-8  
Process for Disposal, Packaging 23-20  
Process Improvement Network-Metric 32-1–32-6  
Process Improvement Network-ROI 33-1–33-4  
Process Improvement-Process Improvement Admin 31-1–31-4  
Process Improvements \$ Cost Avoidance, Return on Investment-International 37-4  
Process Improvements \$ Cost Savings, Return on Investment-International 37-4  
Process, Process Improvement Network-Metric 32-5  
Product Code, Postcard Trailers Admin 27-4  
Product Description, Postcard Trailers Admin 27-4  
Product Non-Compliance Reported by CARs \$ Cost Avoidance, Return on Investment-International 37-4  
Product non-compliance reported by CARs-\$ Cost Avoidance, Return on Investment-Metric 38-4  
Product, Postcard Trailers 26-5  
Program \$ Value, Program Integration 34-7  
Program Integration 34-1–34-26  
Program Manager Name, Early CAS 11-12  
Program Manager Phone, Early CAS 11-12  
Program Notes, Program Integration 34-21  
Program status report required?, Program Integration 34-25  
Program, Pricing and Negotiation 30-5  
Program, Specialized Safety Annual Operating Plan 43-5  
Program, Survey 47-4  
Program/Commodity Desc, Program Integration 34-7  
Program/Commodity, Program Integration 34-7

Project Description/Statement of Objective, Process Improvement Network-Metric 32-5  
 Projected Survey Dates, Specialized Safety Annual Operating Plan 43-6  
 Proof of Delivery, Packaging 23-18  
 Prop. Admin. Code, Property 35-6  
 Property 35-1–35-14  
 Proposal Date, Pricing and Negotiation 30-22  
 Proposal Due Date, Pricing and Negotiation 30-10  
 Proposal ID, Pricing and Negotiation 30-22  
 Protected data elements 5-10  
 Prov, Program Integration 34-28  
 Prov, Standard Address Block 10-7, 34-28  
 PST assignment letter on file?, Program Integration 34-24

## Q

Quality, Early CAS 11-10  
 Quantity Billed/Shipped, Packaging 23-17  
 Quantity Rcvd., Packaging 23-17  
 Quantity, Packaging 23-17  
 Quantity, Specialized Safety-Mishaps 46-12

## R

R.O.I. No., Process Improvement Network-ROI 33-3  
 Rank, Survey 47-5  
 RCN/RFP/Contract #, Postcard Trailers 26-5  
 Reason for Delay, Estimating System 14-8  
 Reason, Packaging 23-19  
 Reasons for Late Report, Formal PreAward Surveys 28-8  
 Received Date, Pricing and Negotiation 30-23  
 Received, Pricing and Negotiation 30-19, 30-20  
 Recommend On-Site Survey be Conducted, Informal PreAward Survey 29-5  
 Recommendation, Formal PreAward Surveys 28-9, 28-13, 28-15  
 Record No., Process Improvement Network-Metric 32-4  
 Record Number, Laboratory Testing 20-4  
 Record Number, Survey 47-4  
 Record of Shpmnt, Packaging 23-19  
 Regulation, Packaging 23-19  
 Reimbursable Number, Formal PreAward Surveys 28-9  
 Reimbursable, Formal PreAward Surveys 28-9  
 Reimburse-Unauthorized Use Govt Property \$ Cost Savings, Return on Investment-International 37-4  
 Reimburse-Unauthorized use Govt Property-\$ Cost Savings, Return on Investment-Metric 38-4  
 Remarks, Formal PreAward Surveys 28-9  
 Remarks, Informal PreAward Survey 29-6  
 Remarks, Packaging 23-17, 23-23

Remarks, Pricing and Negotiation 30-25  
 Remarks, Property 35-13  
 Rep Will Call, Packaging 23-20  
 Replace By, Packaging 23-23  
 Replace w/ Satis. Material, Packaging 23-23  
 Reply To, Packaging 23-12  
 Reply ToAddress Information, Packaging 23-12  
 Report Date, Laboratory Testing 20-4  
 Report Month, Earned Value Management Systems 12-6  
 Report Month, Software Surveillance 40-3  
 Report No., Packaging 23-6  
 Report Type, Earned Value Management Systems 12-6  
 Requested, Pricing and Negotiation 30-13, 30-15, 30-18, 30-20  
 Requester DSN, Informal PreAward Survey 29-5  
 Requester Name, Informal PreAward Survey 29-5  
 Requester Phone, Informal PreAward Survey 29-5  
 Requesting Activity Name, Formal PreAward Surveys 28-7  
 Requesting Activity Name, Informal PreAward Survey 29-5  
 Requesting Activity, Formal PreAward Surveys 28-6  
 Requesting Activity, Informal PreAward Survey 29-5  
 Required data elements 5-10  
 Required Return Date, Formal PreAward Surveys 28-7  
 Respondent Position, Survey Admin 48-5  
 Respondent Title, Survey 47-4  
 Response Date, Informal PreAward Survey 29-5  
 Resulted in Contract, Specialized Safety Annual Operating Plan 43-4  
 Results, Specialized Safety-Mishaps 46-15  
 Retain Material w/o Charge, Packaging 23-20  
 Return on Investment-District/HQ **Error! Not a valid bookmark in entry on page** 36-1  
 Return on Investment-International 37-1–37-7  
 Return on Investment-Metric 38-1–38-6  
 Review Successful, Specialized Safety Annual Operating Plan 43-12  
 Reviewer, Specialized Safety Annual Operating Plan 43-12  
 RFP Development or Contract Structuring, Early CAS 11-8  
 RFP Draft, Early CAS 11-15  
 RFP, Early CAS 11-14  
 RFP/RFQ #, Pricing and Negotiation 30-8  
 RIC (From), Packaging 23-7  
 RIC (Preparer), Packaging 23-11  
 RIC (Reply To), Packaging 23-12  
 RIC (Shipper), Packaging 23-8  
 RIC (To), Packaging 23-7  
 RIC, Packaging 23-18  
 Right Advice, Survey 47-6  
 Right Item, Survey 47-6

Right Price, Survey 47-6  
Right Time, Survey 47-6  
Risk Level, Specialized Safety Annual Operating Plan 43-5  
Rsrc Assigned, Specialized Safety Annual Operating Plan 43-8

## S

Safety Office, Specialized Safety-Mishaps 46-6  
Safety Require., Specialized Safety Annual Operating Plan 43-12  
Safety Specialist, Specialized Safety-Mishaps 46-6  
**Save 5-2**  
Save as functionality  
DIRAMS Version 5 10-3  
Save Icon 5-8  
Sched. Survey, Specialized Safety Annual Operating Plan 43-4  
Search See Open  
Search Capability  
DIRAMS Version 5 10-3  
Secondaries, Formal PreAward Surveys 28-9  
Secondary CAO, Formal PreAward Surveys 28-15  
Sent, Pricing and Negotiation 30-13, 30-16  
Sequence, Earned Value Management Systems Admin. 13-4  
Serial #, Formal PreAward Surveys 28-15  
SERIES/GRADE, Early CAS 11-12  
Service Standards 39-1–39-6  
Service, Earned Value Management Systems 12-6  
Service, Laboratory Testing 20-4  
Service, Laboratory Testing Admin 21-4  
Service, Postcard Trailers 26-6  
Service, Program Integration 34-6  
Service, Survey 47-5  
Service/Agency, Early CAS 11-6  
Settle Final Overhead Rates \$ Cost Savings, Return on Investment-International 37-4  
Ship Material, Packaging 23-20  
Shipper Address Information, Packaging 23-8  
Shipper, Packaging 23-8  
Shipper's #, Packaging 23-9  
Site/Construct, Specialized Safety Annual Operating Plan 43-11  
SLFA, Process Improvement Network-Administration 31-4  
SLFA, Process Improvement Network-Metric 32-4  
SLFA, Process Improvement Network-ROI 33-3  
Software Development, Early CAS 11-9  
Software Surveillance 40-1–40-7  
Software, Early CAS 11-10  
Sole Source, FPRA/FPRR 19-7  
Solicitation No. , Informal PreAward Survey 29-4  
Solicitation Number, Formal PreAward Surveys 28-6  
Sorties, MSTA Flight Operations 16-6

Source Selection, Early CAS 11-8  
Spares/Repairs, Pricing and Negotiation 30-8  
Special Assistance Requested, Specialized Safety-Mishaps 46-15  
Special characters 7-2  
Special Process, Survey 47-4  
Special Process, Survey Admin 48-5  
SPECIAL SKILLS, Early CAS 11-12  
Specialized Safety A & E Contractors Risk Assessment 41-1–41-5  
Specialized Safety Annual Operating Plan 43-1–43-13  
Specialized Safety Industrial Contractors Risk Assessment 44-1–44-4  
Specialized Safety-Aircraft Contractors Risk Assessment 42-1–42-6  
Specialized Safety-Into Plane Contractors Risk Assessment 45-1–45-4  
Specialized Safety-Mishaps 46-1–46-16  
ST, Program Integration 34-27  
Standard address block  
DIRAMS Version 5 10-7  
Standard, FPRA/FPRR 19-10  
State, Standard Address Block 10-7, 34-28  
Status of Case, Property 35-7  
Status of Contractor's Cost Estimating System (If Applicable), Pricing and Negotiation 30-25  
Status of System, Property 35-12  
Status, Packaging 23-6  
Status, Postcard Trailers 26-9  
Status, Pricing and Negotiation 30-5  
Status, Survey 47-6  
Subcontract Mgmt., Early CAS 11-10  
Subcontract Number, Specialized Safety-Mishaps 46-8  
Subcontractor Name, Pricing and Negotiation 30-19, 30-21  
Subcontractor Name, Specialized Safety-Mishaps 46-8  
Subcontractor, Program Integration 34-8, 34-18, 34-28  
SubElement Weighted Risk, Specialized Safety A & E Contractors Risk Assessment 41-5  
SubElement Weighted Risk, Specialized Safety Aircraft Contractors Risk Assessment 42-5  
SubElement Weighted Risk, Specialized Safety Industrial Contractors Risk Assessment 44-4  
SubElement Weighted Risk, Specialized Safety-Into Plane Contractors Risk Assessment 45-4  
Submit New Requisition, Packaging 23-23  
SUBTOTAL, PBAM Flight Operations 17-6, 17-7, 17-8  
Sum of A & E Process Risk and Subelement Weighted Risk, Specialized Safety A & E Contractors Risk Assessment 41-5

Sum of AIRCRAFT Process Risk and Subelement  
Weighted Risk, Specialized Safety Aircraft  
Contractors Risk Assessment 42-6

Sum of Industrial Process Risk and Subelement  
Weighted Risk, Specialized Safety Industrial  
Contractors Risk Assessment 44-4

Sum of INTO PLANE Process Risk and Subelement  
Weighted Risk, Specialized Safety-Into Plane  
Contractors Risk Assessment 45-4

Summary of Support Provided/Remarks, Early CAS  
11-11

Supplemental ID, Pricing and Negotiation 30-22

Support Start Date, Early CAS 11-7

Survey 47-1–47-7

Survey Admin 48-1–48-5

Survey Comments, Survey 47-7

Survey Resulted in CAR, Specialized Safety Annual  
Operating Plan 43-4

Survey Type, Specialized Safety-Mishaps 46-15

Surveyor, Survey 47-6

Sys/Cmdty/Svc Being Procured, Early CAS 11-7

Sys/Cmdty/Svc Description, Early CAS 11-7

## T

Tailored, FPRA/FPRR 19-10

Target Amount, Pricing and Negotiation 30-23

Team Code  
DIRAMS Version 5 10-2

Team Code, Early CAS 11-6

Team Code, Earned Value Management Systems 12-5

Team Code, Estimating System 14-4

Team Code, Packaging 23-5

Team Code, Postcard Trailers 26-6

Team Code, Program Integration 34-6

Team Code, Return on Investment-International 37-3

Team Code, Return on Investment-Metric 38-3

Team Lead Code, Formal PreAward Surveys 28-10

Team Lead Functional Area, Formal PreAward  
Surveys 28-10

Team Lead Name, Formal PreAward Surveys 28-10

Team Lead Phone, Formal PreAward Surveys 28-10

Team, FPRA/FPRR 19-5

Team, Pricing and Negotiation 30-5

Technical Evaluation, Early CAS 11-9

Telephone numbers  
Entering commercial (non-DSN) 8-1  
Entering DSN 8-1

Tertiary Code, Process Improvement Network-  
Administration 31-4

Tertiary Code, Process Improvement Network-Metric  
32-4

Tertiary Code, Process Improvement Network-ROI  
33-3

Theft, Property 35-9

Time Frame, Specialized Safety-Mishaps 46-6

Time of Call, Service Standards 39-4

Time, Specialized Safety-Mishaps 46-7

Title, ACO, Program Integration 34-18

Title, CAO Commander, Program Integration 34-11

Title, DCMC Liaison, Program Integration 34-12

Title, Packaging 23-13, 23-23

Title, PCO, Program Integration 34-23

Title, PEO, Program Integration 34-21

Title, Program Integration 34-27

Title, Program Integrator, Program Integration 34-15

Title, Program Manager, Program Integration 34-14

Title, Specialized Safety Annual Operating Plan 43-6

Title, Specialized Safety-Mishaps 46-6

Title, Support Program Integrator, Program  
Integration 34-17

To Address Block, Packaging 23-6, 23-10

To Address Information, Packaging 23-7

To Date, Return on Investment-District/HQ 36-5

To Date, Return on Investment-International 37-4

To Date, Return on Investment-Metric 38-4

To, Packaging 23-6

Tool bar  
using the 5-8

Total A & E Process Risk, Specialized Safety A & E  
Contractors Risk Assessment 41-5

Total Acquired Value, Property 35-8

Total AIRCRAFT Process Risk, Specialized Safety  
Aircraft Contractors Risk Assessment 42-5

Total Cost Questioned, Overhead Negotiations 22-11

Total Cost Sustained, Overhead Negotiations 22-12

Total Cost, Packaging 23-17

Total Delegations, Federal CAS 15-4

Total Hrs. Earned, Federal CAS 15-5

Total INDUSTRIAL Process Risk, Specialized Safety  
Industrial Contractors Risk Assessment 44-4

Total INTO PLANE Process Risk, Specialized  
Safety-Into Plane Contractors Risk Assessment  
45-4

Total of Values, Specialized Safety A & E  
Contractors Risk Assessment 41-5

Total of Values, Specialized Safety Aircraft  
Contractors Risk Assessment 42-5

Total of Values, Specialized Safety Industrial  
Contractors Risk Assessment 44-4

Total of Values, Specialized Safety-Into Plane  
Contractors Risk Assessment 45-4

Total of Weights, Specialized Safety A & E  
Contractors Risk Assessment 41-5

Total of Weights, Specialized Safety Aircraft  
Contractors Risk Assessment 42-5

Total of Weights, Specialized Safety Industrial  
Contractors Risk Assessment 44-4

Total of Weights, Specialized Safety-Into Plane  
Contractors Risk Assessment 45-4

Total Operational Costs, Return on Investment-  
District/HQ 36-5

Total Overhead Claim, Overhead Negotiations 22-11  
Total Risk for A & E Contractor, Specialized Safety  
A & E Contractors Risk Assessment 41-5  
Total Risk for AIRCRAFT Contractor, Specialized  
Safety Aircraft Contractors Risk Assessment 42-  
6  
Total Risk for INDUSTRIAL Contractor, Specialized  
Safety Industrial Contractors Risk Assessment  
44-4  
Total Risk for INTO PLANE Contractor, Specialized  
Safety-Into Plane Contractors Risk Assessment  
45-4  
Total Risk Value, Specialized Safety A & E  
Contractors Risk Assessment 41-5  
Total Risk Value, Specialized Safety Aircraft  
Contractors Risk Assessment 42-5  
Total Risk Value, Specialized Safety Industrial  
Contractors Risk Assessment 44-4  
Total Risk Value, Specialized Safety-Into Plane  
Contractors Risk Assessment 45-4  
Total Sales by Division, FPRA/FPRR 19-14  
TOTAL, PBAM Flight Operations 17-8  
Training 49-1–49-4  
Transport. Doc. #, Packaging 23-9  
Type of Assistance, Pricing and Negotiation 30-17  
Type of Program, Survey 47-6  
Type of Property, Property 35-8  
Type of Record, Process Improvement Network-  
Metric 32-4  
Type of Record, Survey Admin 48-5  
Type of Report, Pricing and Negotiation 30-13, 30-18  
Type of Supporting Data Obtained From Contractor,  
Pricing and Negotiation 30-24  
Type Survey, Formal PreAward Surveys 28-6  
Type, Packaging 23-5, 23-9  
Type, Pricing and Negotiation 30-15, 30-20  
Type/Model, MSTA Flight Operations 16-4

## U

UCA Issued By, Pricing and Negotiation 30-10  
UCA/Change Issuance, Pricing and Negotiation 30-9  
Unit of Issue, Packaging 23-17  
Unit Price, Packaging 23-17  
Unpriced Order #, Pricing and Negotiation 30-9  
Unselectable data elements 5-10  
UserID  
Entering 8-2

## V

Validation 5-10  
Version control 2-3  
Visit/Survey Type, Specialized Safety Annual  
Operating Plan 43-4  
Volume of Pricing Actions, FPRA/FPRR 19-15

Voluntary Refunds Given to DCMC-\$ Cost Savings,  
Return on Investment-International 37-4  
Voluntary refunds given to DCMC-\$ Cost Savings,  
Return on Investment-Metric 38-4

## W

Waiting for DCAA Verification Audit, Estimating  
System 14-8  
Waiver Review, Specialized Safety Annual Operating  
Plan 43-11  
Was an alternate interface option available?, Service  
Standards 39-5  
Was information value added?, Postcard Trailers 26-7  
Was it provided in the time frame requested?, Service  
Standards 39-5, 39-6  
Was the call answered in a courteous, professional  
manner?, Service Standards 39-4  
Was the information accurate and complete?, Service  
Standards 39-5, 39-6  
Was the message answered in a timely manner?,  
Service Standards 39-5  
Was the voice mail message current and user  
friendly?, Service Standards 39-5  
Weapon Sys Cd, Program Integration 34-7  
WEIGHT, PBAM Flight Operations 17-6, 17-7, 17-8  
Weighted Values, Specialized Safety A & E  
Contractors Risk Assessment 41-5  
Weighted Values, Specialized Safety Aircraft  
Contractors Risk Assessment 42-5  
Weighted Values, Specialized Safety Industrial  
Contractors Risk Assessment 44-4  
Weighted Values, Specialized Safety-Into Plane  
Contractors Risk Assessment 45-4  
Were you able to make contact with a live person?,  
Service Standards 39-5  
Will News be Released?, Specialized Safety-Mishaps  
46-16  
Wisdom and Advice, Process Improvement Network-  
Metric 32-6

## Y

Years Covered From, FPRA/FPRR 19-11  
Years Covered To, FPRA/FPRR 19-11

## Z

Zip, Estimating System 14-9  
ZIP, Program Integration 34-28  
Zip, Standard Address Block 10-7